

Request for Proposal: U.S. Embassy Cafeteria

The U.S. Embassy in Lome is seeking a professional and experienced catering enterprise to operate its food service facility for the purpose of dispensing a varied menu, including nonalcoholic beverages and quality-prepared foods, under clean and sanitary conditions at reasonable prices for the benefit of 167 Togolese and American employees. We expect that 30% of the employees will avail themselves of the cafeteria services on a daily basis.

The applicant must have experience in management of a medium- to large-scale industrial kitchen and maintaining a budget and records, a good understanding of and/or previous education in nutrition, and received training on proper food handling procedures.

Hours of operation:

Service is required Monday through Thursday from 07:30 to 16:00 and Friday from 07:30 to 13:00. Lunch should be served between 12:30 and 13:15. The Cafeteria will be closed on official Embassy holidays.

The U.S. Embassy cafeteria is equipped with a kitchen, kitchen appliances and equipment, tables, chairs, utensils, flatware, chinaware, and glassware. The Embassy covers the cost of utilities, such as electricity, gas, and water, as well as cleaning supplies.

Agreement:

The duration of the agreement will depend upon the caterer's quality/level of performance. It can be terminated if the caterer does not provide satisfactory service. Applicants must provide a document proving their expertise and experience in a similar activity.

Offers should be sent in a sealed envelope directly to the Embassy or its P.O. Box by **May 27, 2014 at 12:30 p.m.** at the latest. They should be addressed to:

**Contracting Officer
US Embassy Lomé
4432, Boulevard Gnassingbé Eyadéma
P.O. Box 852
Lomé, Togo
« Proposal Enclosed »**

For complete information that needs to be submitted, please go to the following website:

<http://togo.usembassy.gov/contract-opportunities2.html>

For further queries and information, please send an e-mail to AziableEE@state.gov or call the number +228 2261-5470 Ext. 4435 during Embassy working hours (Monday through Thursday from 7:30 to 12:30 and from 13:15 to 17:00; Friday from 7:30 to 12:30).